

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND
SECURITY COMMAND
Fort Belvoir, Virginia 22060-5246
15 December 2005

INSCOM Regulation 690-990-3

Civilian Personnel
TELEWORK POLICY

FOR THE COMMANDER:

DARELL G. LANCE
Chief of Staff

Official:



BETTY R. GUTIERREZ
Administrative Officer

History. The is a new United States Army Intelligence and Security Command (INSCOM) regulation.

Summary. This regulation prescribes and revises the policies, procedures, and responsibilities for the INSCOM Telework Program.

Applicability. This regulation applies to Headquarters (HQ), INSCOM and its subordinate commands.

Proponent and exception authority. The proponent for this regulation is the Assistant Chief of Staff, G1-Civilaian Personnel Division (IAPE-CP). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations.

Army Management Control Process. This regulation does not contain management control provisions that must be evaluated.

Suggested Improvements. Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to INSCOM, ATTN: IAPE-CP.

*This regulation supersedes INSCOM Memorandum 690-990-3, 24 April 2000

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Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQ, INSCOM, ATTN: IAPE-CP.

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Chapter 1

Introduction

1-1. Purpose

This regulation defines the INSCOM Telework policy and the guidelines and rules under which it will operate. This regulation is intended to help achieve important public policy goals. Among these are:

- a. Improving INSCOM's ability to recruit and retain good employees in a competitive job market.
- b. Protect environmental quality and conserve energy by reducing traffic congestion and vehicle emissions.
- c. Improve employees' quality of life by allowing a better balance of work and family responsibilities.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The ACofS, G1 will prescribe policy, procedures, and implementing instructions on the INSCOM Telework Program.
- b. Authority to approve employee participation rests with the INSCOM staff head, special staff element, Major Subordinate Commanders, and Special Reporting Activity (SRA) Commanders. Approval is granted on a case-by-case basis, based on whether it is suitable and appropriate as determined by the supervisor.

1-5. General

- a. Since much of the work performed by INSCOM personnel is sensitive or classified, telework is approved on a limited basis.

(1) No classified information and/or processing are permitted at an alternative worksite.

(2) All sensitive information (For Official Use Only) stored outside of the employee's computer is stored in an appropriate container.

(3) Computer discs will not be transported from the alternative worksite to the official duty station or vice versa.

b. Telework will function within the following guidelines:

(1) The employee's official duties can be performed, either in whole or in part, at an alternative worksite without impairment to the INSCOM mission.

(2) Telework will not put a burden on the staff remaining in the office. Not only should the equitable distribution of work load be maintained, but methods should be instituted to ensure that office employees do not have to handle teleworker's workload.

(3) Employees must submit requests in writing to their immediate supervisor.

(4) Telework is a management option to accomplish the INSCOM mission by an employee away from his/her official duty station when this arrangement is mutually beneficial. Approval of a telework request is based upon, but not limited to, the following factors:

(a) Employee's demonstrated ability to perform without close supervision.

(b) Need to interact with customers or associates.

(c) Ability of management to identify work that can be appropriately performed at an alternate worksite.

(d) Need for access to materials or documentation located at the official duty station.

(e) Work effort and product is conducive to telework, i.e., the work is capable of being evaluated while in progress and on completion of the assignment.

(f) Assigned work is of an unclassified nature.

(5) Telework is not an employee's right.

(6) Duties are assigned by the supervisor during the telework period consistent with the employee's official job description.

(7) If work assignments in the telework agreement reflect a detail of the employee to another job description or to an unclassified set of duties, those requirements will be officially documented with an appropriate personnel action.

(8) Employees will comply with security requirements in performing their duties at the alternative worksite. Special care is taken when corresponding either verbally or in writing from the alternative worksite with INSCOM and other official parties in fulfilling assigned responsibilities.

(9) If work assignments in the telework agreement reflect a detail of the employee to another job description or to an unclassified set of duties, those requirements are officially documented.

(10) Approving official has the sole discretion to determine the number of hours or days per week that a teleworker is approved to work at the alternative worksite.

(11) The decision to permit participation in a telework program is the responsibility of the approving authority.

(12) The telework employee is responsible to maintain a safe and efficient work environment. For example: the employee will make family member care arrangements necessary so as not to interfere with the work and keep personal disruptions such as non-business telephone calls and visitors are kept to a minimum. This program is not intended to reduce family member care costs or serve as a substitute for child care, day care, elder care, or any other type of family member care (e.g. children

previously in a child care center during the work day should remain in the center; however, a teenager or elderly family member might be at home while the employee telework if those family members are independently pursuing their own activities). Employees will treat telework time as if they are at their official duty station and give their full attention to their work duties.

(13) Telework can be performed at an alternative worksite on an occasional, one-time, or irregular basis. Work assignments in these situations may include a specific project or report, such as drafting a local directive or policy. Ad hoc telework may also cover short-term assignments; for example, for employees recovering from illness, injury, or snow days.

Chapter 2

Essential Elements of INSCOM Policy on Telework

2-1. Eligibility for Telework

a. The INSCOM telework program applies to INSCOM civilian employees. OCONUS local national civilian employees are ineligible to participate.

b. The employee's work performance must be at the fully successful level, as of the last written review.

c. New employees have to wait at least 6 months before applying for telework. At that time a midpoint evaluation can be done on the new employees. The midpoint evaluation has to be at least fully successful before the employee can apply for telework.

d. The employee who has a current leave restriction letter or with a written reprimand due to misconduct or poor performance on file are ineligible. Employees who have received a suspension or demotion for misconduct or poor performance within the two years are ineligible. The approving official may waive these restrictions.

e. The command will not consider the employee's race, color, sex, age, religion, national origin, and/or prior protected

activity in determining an employee's eligibility to telework. The command will consider an employee's disability as a basis for a telework arrangement only when the request for the arrangement is accompanied by a formal request for reasonable accommodations.

f. Employees responsible for training or mentoring others are not eligible to telework on the days needed for training or mentoring.

g. New program participants (employees and immediate supervisors) must satisfactorily complete a self-certification training prior to beginning the telework arrangement. This training is provided on-line.

(1) SIPRNET:
[http://www.inscom.army.smil.mil/g1/telework training/choice.asp](http://www.inscom.army.smil.mil/g1/telework%20training/choice.asp)

(2) NIPRNET:
[http://www.inscom.army.mil/g1/Telework Training/choice.asp](http://www.inscom.army.mil/g1/Telework%20Training/choice.asp)

h. Employees scheduled for temporary duty (TDY) or training must suspend telework arrangements during applicable days.

i. Telework is formalized in a mutual agreement between the employee and management. This agreement is to be signed in advance of the employee beginning telework. The agreement will state the employee's work requirements and the essential element of the alternative worksite.

2-2. Cancellation of Participation in Telework

a. The overall interests of INSCOM take precedence over any employee's continued participation in the program.

b. Approving official may suspend any employee's telework agreement at any time that participation adversely affects mission accomplishment, the employee no longer satisfies the criteria set forth in paragraph 2-1 above, or the employee's supervisor has reason to believe participation in the program is adversely affecting the employee's performance.

2-3. Supplies and Equipment

a. INSCOM equipment, such as laptops, used at home will only be used for official and authorized purposes. Any misuse of INSCOM equipment is treated the same as if it occurred on Government property.

b. The teleworker may require a Government furnished computer (laptop or personal computer), if available. The employee may be held financially liable if the equipment or software is lost, stolen or damaged because of the employee's (or the employee's family member's) negligence, misuse or abuse.

c. INSCOM is only responsible for the maintenance and repair of Government furnished equipment. The teleworker is responsible for bringing the Government furnished equipment back to an INSCOM facility for repair or adjustments.

d. The United States Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the United States Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern Federal employee workplace safety.

e. Supervisors and managers must ensure the Government furnished equipment assigned to teleworkers is properly accounted for (hand receipt).

f. All files, records, papers, and other documentary materials, regardless of physical form or characteristics made or received during telework are the property of the United States Government.

g. INSCOM will not purchase fax machines, scanners, copiers, etc., for use in private residences.

h. The command may reimburse employees for long distance calls made on official business. Long distance official telephone bills are paid by INSCOM after submission of SF Form 1164 (Claim for Reimbursement for Expenditures on Official Business). The SF Form 1164 is submitted through the supervisor

to Resource Management. A copy of the employee's telephone bill will accompany the SF Form 1164. Alternatively, INSCOM may provide telephone credit cards when long distance calls are required.

i. If using a personal computer in order to telework the employee must have internet and email capability and is responsible for the installation and monthly service fee of the communication line between the employee's home and INSCOM network. Also, if there is a problem with the connection, it is the employee's responsibility to have the connection repair.

j. The employee's supervisor may authorize the employee to use paper products, office supplies, ink cartridges, and other expendables that the teleworker would normally consume at the conventional workspace for use at home.

k. When the employee either retires, resigns, moves out of their current position, or the telework agreement is terminated all information that were used during telework is returned.

2-4. Safety

Employees who suffer work-related injuries at an alternative worksite are covered under Federal Employee's Compensation Act. The teleworker must notify their supervisor immediately of any accident or injury at the alternative worksite, and complete any forms required by the Department of Labor, e.g., DFEC CA-1 (Federal Notice of Traumatic Injury and Claim of Continuation for Pay/Compensation). Injuries and illnesses that occur while an employee is working at home, including work in a home office, will be considered work-related if the injury or illness occurs while the employee is performing work for pay or compensation in the home, and the injury or illness is directly related to the performance of work rather than to the general home environment or setting. For example, if an employee drops a box of work documents and injures his or her foot, the case is considered work-related. If an employee is injured because he or she trips on the family dog while rushing to answer a work phone call, the case is not considered work-related. If an employee working at home is electrocuted because of faulty home wiring, the injury is not considered work-related.

2-5. Work Hours

a. The existing policy regarding hours of duty and scheduled work apply to telework employees. Management determines employee work schedules consistent with work/mission requirements. Full-time and part-time work schedules are appropriate when approved by management.

b. The telework schedule is Monday through Friday; 8-hour days; unless management authorizes use of the Compressed Work Schedule. Teleworkers cannot start work before 0600 or end after 1800, without prior approval from management.

c. All overtime pay and compensatory time should be approved in advance. Authority to approve overtime pay and compensatory time is delegated to Staff Heads, Special Elements, MSCs, and SRAs and their deputy commanders.

2-6. Time and Attendance

a. Supervisors must report time and attendance to ensure that telework employees are paid only for hours worked and that all absences from scheduled tours of duty be approved.

b. Employees will correctly report time and attendance to supervisor.

2-7. Worksite Inspections

a. The purpose of the visit will be to ensure that the proposed worksite provides an environment conducive to productive and efficient work-related activity by the employee and that an appropriate level of safety and security is present to safeguard Government personnel, information, and equipment.

b. Employees must verify their home office complies with the safety standards and sign the safety checklist prior to commencing telework.

2-8. Administrative Leave, Dismissals, and Emergency Closings

Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain the same for telework

participants. The ability to conduct work (and the nature of any impediment) whether at home or at the office determines when an employee may be administratively excused from duty or required to come into the official worksite. For example, if the employee is working at home and the official duty station closes, the teleworker is expected to continue working. However, if for any reason beyond the control of the employee he/she cannot perform the work at home (such as a power failure or natural disaster) the supervisor has the option of granting excused leave or requires the employee to work at the official worksite. When the employee knows in advance of a situation that would preclude working at home, the employee should report to their official duty station or take leave.

2-9. IA Form 3048-E-R (Telwork Request and Approval), IA Form 3049-E-R (Telework Agreement), IA Form 3050-E-R (Self-Certification Home Safety Checklist), and IA Form 3051-E-R (Supervisor-Employee Checklist)

a. IA Form 3048-E-R, IA Form 3049-E-R, IA Form 3050-E-R and IA Form 3051-E-R will be locally reproduced on 8 ½ X 11 inch paper. A copy of each form is located at the back of this regulation.

b. IA Form 3048-E-R, IA Form 3049-E-R, IA Form 3050-E-R and IA Form 3051-E-R may be electronically generated. The electronically generated form must contain all elements and follow the exact format.

c. Completion of these forms is self-explanatory.

Appendix A

References

Section I

Required Publications

DOD 1035.1

Telework Policy for Department of Defense

Public Law 106-346, Section 359

Section II

Related Publications

DOD 1400.25-M

Administrative Grievance System

AR 25-1

Army Information Management, chapter 6

AR 25-55

The Department of the Army Freedom of Information Act

AR 340-21

The Army Privacy Program

AR 380-5

Department of the Army Information Security Program, chapter 5

Section III

Prescribed Forms

IA Form 3048-E-R

Telwork Request and Approval

IA Form 3049-E-R

Telework Agreement

IA Form 3050-E-R

Self-Certification Home Safety Checklist

IA Form 3051-E-R

Supervisor-Employee Checklist

Section IV
Referenced Forms

DFEC CA-1

Federal Notice of Traumatic Injury and Claim of Continuation for
Pay/Compensation

SF Form 1164

Claim for Reimbursement for Expenditures on Official Business

Glossary

Section I Abbreviations

ACofS, G1

Assistant Chief of Staff, G-1

ACofS, G6

Assistant Chief of Staff, G-6

FOUO

For Official Use Only

HQ

Headquarters

IAPE-CP

Assistant Chief of Staff, G1-Civilian Personnel Division

INSCOM

United States Army Intelligence and Security Command

MSC

Major Subordinate Command

TDY

Temporary duty

SRA

Special Reporting Activity

Section II

Terms

Alternative worksite

The employee's home, where the employee may perform officially assigned duties.

Approving Authority

The staff head (e.g., ACofS, G1), special staff element (e.g., PARC), Major Subordinate Command (e.g., 902d MI Group), Separate Reporting Activity Commander (e.g., JSTARS) that has the authority to grant permission to work telework.

Official Duty Station

An employee's official duty station will continue to be the duty station to which officially assigned. Entitlement to locality-based comparability payment, special salary rates, travel allowances, and relocation expenses is based on the official duty station.

Telework (also called Telecommuting)

The practice of working from an alternative worksite instead of the traditional worksite.

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TELEWORK REQUEST AND APPROVAL FORM

For use of this form, see INSCOM Regulation 690-990-3

EMPLOYEE _____ ORGANIZATION _____

JOB TITLE _____ GRADE and JOB SERIES _____

PHONE NUMBER _____

LAST PERFORMANCE EVALUATION RATING _____

DESCRIPTION OF WORK TO BE PERFORMED:

DESCRIPTION OF OUTPUTS:

BENEFITS FOR EMPLOYEE AND THE EMPLOYER (CHECK ALL THAT APPLY):

_____ Improved Productivity

_____ Reduced Commuting Cost

_____ Improved Morale

_____ Workspace Availability

_____ Incentive to remain with INSCOM

_____ Reduced Parking

_____ Environmental Concerns

_____ Promoting INSCOM as an Employer

_____ Improved Job Access

_____ Other (Specify Below)

Specify Other Benefits

EQUIPMENT AND SOFTWARE REQUIRED:

TELEWORK REQUEST AND APPROVAL FORM

For use of this form, see INSCOM Regulation 690-990-3

NUMBER OF COMMUTER MILES SAVED PER TELEWORK DAY: _____

START DATE: _____ END DATE: _____

IF REGULAR AND RECURRING:

Telework Tour of Duty (e.g., 8:30 a.m.–5:00 p.m., including a 30-minute lunch period):

FROM _____ TO _____

Day(s) of the week employee will telework:

Number of Days per Week Telework is recommended (Check):

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

Select Schedule Type (Check):

_____ Fixed schedule in accordance with local guidance

_____ Flexitime in accordance with local guidance

_____ AWS in accordance with local guidance

Alternative Work Site Address:

IF PERIODIC OR INTERMITTENT:

Telework Tour of Duty (e.g., 8:30 a.m.–5:00 p.m., including a 30-minute lunch period):

FROM _____ TO _____

Dates employee will telework: _____

Number of Days per Week Telework is recommended (Check):

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

Select Schedule Type (Check):

_____ Fixed schedule in accordance with local guidance

_____ Flexitime in accordance with local guidance

_____ AWS in accordance with local guidance

Alternative Work Site Address:

TELEWORK REQUEST AND APPROVAL FORM

For use of this form, see INSCOM Regulation 690-990-3

SIGNATURES AND RECOMMENDATION:

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

SUPERVISOR'S RECOMMENDATION:

_____ **Approved** _____ **Disapproved**

NUMBER OF DAYS PER WEEK TELEWORK IS RECOMMENDED (Check):

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

APPROVAL:

_____ **Approved** _____ **Disapproved** (Explaining reason below)

NUMBER OF DAYS PER WEEK TELEWORK IS AUTHORIZED (Check):

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

APPROVING OFFICIAL'S SIGNATURE _____ DATE _____

IF DISAPPROVED, REASON FOR DISAPPROVAL:

PRVACY ACT STATEMENT

AUTHORITY: Public Law 106-346, Sec. 359, Transportation Appropriations Act, 2001 (Telecommuting)

PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the INSCOM alternate workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices for determining equipment and software needs, for ensuring appropriate system safeguards are in place, and for managing technological risks and vulnerabilities.

DISCLOSURE: Disclosure is voluntary. However, failure to provide the requested information may result in our inability to include you as a participant in the alternate workplace program.

TELEWORK AGREEMENT
For use of this form, see INSCOM Regulation 690-990-3

Employee: _____ Job Title: _____

Grade & Job Series _____ Supervisor: _____

1. Employee volunteers to participate in the program and to adhere to applicable policies, guidelines, and procedures. Agency concurs with employee participation and agrees to adhere to applicable policies, guidelines and procedures.
2. Participation in the program will last _____ commencing on _____ and ending on _____.
3. Employee's official duty station tour of duty will be from _____ to _____ (e.g., 8:30 a.m. to 5:00 p.m. including a 30-minute non-paid lunch period) on the following days:

Employee's telework tour of duty will be from _____ to _____ on the following days:

____ Fixed schedule in accordance with local guidance
____ Flextime in accordance with local guidance
____ AWS in accordance with local guidance
Number of Days per Week Telework is Authorized (Check):
____ 1 ____ 2 ____ 3 ____ 4 ____ 5
4. Employee's official duty station address is:

5. Approved Alternative Worksite Address:

Phone Number: _____
6. These dates/times may be modified as needed to meet mission requirements as required or approved by the supervisor in accordance with local guidance.
7. All pay, leave, and travel entitlements will be based on the employee's official duty station.
8. Employee's timekeeper will have a copy of the employee's telework schedule and will record the time and attendance as if performing official duties at the official duty station.
9. If leave is taken, employee will notify the supervisor following the local guidance.
10. Employee will continue to work in pay status while working at the alternative work site. If employee works overtime that has been approved in advance, he/she will be compensated in accordance with applicable law, regulations, or other pay guidance. The employee will not work

TELEWORK AGREEMENT

For use of this form, see INSCOM Regulation 690-990-3

in excess of his/her prescheduled tour of duty (including overtime, compensatory time, religious time, or credit hours) unless he/she receives permission from his or her supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from the telework program or other appropriate action.

11. If employee uses Government equipment, employee will use and protect the Government equipment in accordance with INSCOM policy and procedures. Government-owned equipment will be serviced and maintained by the government. If an employee provides his/her own equipment he/she is responsible for purchasing and installing any software, servicing it and maintaining it. Use of personally owned computer equipment to connect to the INSCOM network is approved if appropriate security software is installed and security procedures are followed to avoid risk of intrusion or impact to the INSCOM environment.
12. INSCOM retains the right to inspect the home work site, by appointment only, to ensure proper maintenance of Government-owned property and safety standards, provided management has reasonable cause to believe that a hazardous work environment exists.
13. INSCOM will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using INSCOM equipment in the employee's residence, except to the extent INSCOM is held liable by the Federal Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.
14. INSCOM will not be responsible for operating, maintenance, or any other costs (e.g., utilities) whatsoever associated with the use of the employee's residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the government, as provided by statute and implementing regulations.
15. Employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official alternate work site. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by a telework employee will occur outside of the premises of the official duty station, the supervisor must investigate all reports as soon as practical following notification.
16. The employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for purposes of telework.
17. Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.
18. All assignments will be completed according to the work procedures, guidelines and standards stated in the employee's performance plan.
19. Employees will apply approved safeguards to protect Government/INSCOM records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, PL 93-679, codified at Section 552a, Title 5 USC.
20. Employees shall manage all files, records, papers, or machine-readable material and other documentary materials, regardless of physical form or characteristics, made or received during telework.
21. No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative work site. For Official Use Only and sensitive non-classified data may be taken to alternative work sites if necessary precautions are taken to protect the data, consistent with DoD regulations.

TELEWORK AGREEMENT
For use of this form, see INSCOM Regulation 690-990-3

- 22. Telework will be terminated if it adversely affects the performance of the employee.
- 23. Supervisors have the authority to call any employee in to the official duty station for mission needs at any time. Call back outside the telework hours/dates are handled in accordance with established policy.
- 24. After appropriate notice to the supervisor, the employee may cancel the telework arrangement.
- 25. The employee continues to be covered by the INSCOM standards of conduct while working at the alternative worksite.
- 26. The employee acknowledges that telework is not a substitute for dependent care or elderly care.
- 27. Employee acknowledges that he/she has read and understands the Privacy Act Statement at the bottom of this form.

Supervisor's Signature _____ **Date** _____

Employee's Signature _____ **Date** _____

If either the supervisor or employee cancels this agreement, fill in the information below:

Cancellation Date: _____

Cancellation was (Check):

_____ Employee-initiated

_____ Supervisor-initiated

Reason(s) for cancellation:

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

TELEWORK AGREEMENT
For use of this form, see INSCOM Regulation 690-990-3

PRVACY ACT STATEMENT

AUTHORITY: Public Law 106-346, Sec. 359, Transportation Appropriations Act, 2001 (Telecommuting)

PRINCIPAL PURPOSE(S): Information is collected to register individuals as participants in the INSCOM alternate worksite program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices for determining equipment and software needs, for ensuring appropriate system safeguards are in place, and for managing technological risks and vulnerabilities.

DISCLOSURE: Disclosure is voluntary. However, failure to provide the requested information may result in our inability to include you as a participant in the alternate workplace program.

SELF-CERTIFICATION HOME SAFETY CHECKLIST

For use of this form, see INSCOM Regulation 690-990-3

Employee Name: _____ Organization: _____

Home Work Site Telephone: _____

Home Work Site Address:

Describe the designated work area, e.g., bedroom, den, living room, etc.

The following checklist is designed to assess the overall safety of the alternative work site. Each participant should read and complete the Self-Certification Home Safety Checklist. A copy of this checklist should be attached to the Telework Agreement.

1. Are temperature, noise, ventilation, and lighting levels adequate to maintain your normal level of job performance? Yes ____ No ____
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)? Yes ____ No ____
3. Will the building's electrical system permit the grounding of electrical equipment? Yes ____ No ____
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes ____ No ____
5. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? Yes ____ No ____
6. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard? Yes ____ No ____

Employee's Signature: _____

Date: _____

SUPERVISOR—EMPLOYEE CHECKLIST
For use of this form, see INSCOM Regulation 690-990-3

Employee: _____

Supervisor: _____

The following checklist is designed to ensure that the teleworker and supervisor are properly oriented to the policies and procedures of the Telework Program. Questions 4, 5, and 6 may not be applicable to the telework employee. If this is the case, state non-applicable or N.A.

ITEM	DATE
1. Employee/Supervisor has read the appropriate INSCOM Telework Training manual. _____	
2. Employee has been provided with a schedule of work hours. _____	
3. Employee has been issued/has not been issued government furnished equipment. (If no equipment has been issued, mark N.A. on the date line and skip to item 6). _____	
4. Equipment issued by INSCOM is documented and properly receipted.	
Check as applicable:	Yes No
Computer	_____
Telephone	_____
Other	_____
5. Policies and procedures for care of equipment issued by INSCOM have been explained and are clearly understood.	_____
6. Policies and procedures covering classified, secure, or Privacy Act data have been discussed and are clearly understood.	_____
7. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met.	_____
8. Performance and conduct expectations have been discussed and are understood.	_____
9. Employee understands that the supervisor may terminate employee participation in accordance with established administrative procedure.	_____
10. Telework Agreement has been completed and signed.	_____

Employee's Signature _____ DATE: _____

Supervisor's Signature _____ DATE: _____

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